



Request for Proposals

for

Architectural Design Team

Issue Date: 10 October 2016

Proposal Due Date: 4 November 2016 at 2:00PM

City of Milwaukie
Ledding Library
10660 SE 21st Ave
Milwaukie, OR 97222
(503) 786-7584

Request for Proposals
City of Milwaukie – Architectural Design Team

The City of Milwaukie (City) is seeking proposals from qualified and experienced design professionals to provide architectural design services to the City for the renovation and expansion of the Ledding Library of Milwaukie. The City's objective is to enter into an Agreement that will provide these comprehensive services.

The City's expectation of any proposer the City contracts with is that the proposer's values align with the City's values of highly ethical conduct, fiscal responsibility, respect for the City and others, and responsiveness to the City's customers.

The Request for Proposals (RFP) documents may be obtained at <http://bids.milwaukieoregon.gov/>. Interested parties will need to create a free login account to view RFP documents. The account will be used to notify proposers of any addenda throughout the bidding process.

Successful proposers will be asked to sign an Agreement with the City. A sample of the Agreement is attached as part of the RFP documents. The City will require specific levels of insurance, a Milwaukie business registration, and a tax identification number. Proposers must evaluate this Agreement and agree with the terms and conditions contained therein unless written objections are included as addenda with their proposal. The City will review the addenda and content of any such objection in the proposal evaluation process. Objections after the awarding of the contract will not be considered and are grounds for subsequent denial of the contract.

Proposals shall be submitted either in a sealed envelope or by email plainly identifying the RFP and proposer's name and address. Proposals shall be delivered to the Milwaukie Ledding Library, Katie Newell, Library Director, 10660 SE 21st Ave, Milwaukie, OR 97222 or emailed to newellk@milwaukieoregon.gov.

Proposals will be received until 2:00PM on 4 November 2016 for the purpose of selecting a proposer to provide Architectural Design Team services. Proposals received after the 2:00PM deadline will not be considered and will be returned unopened to the proposer(s).

For additional information regarding this RFP, please contact Library Director, Katie Newell, at (503) 786-7584 or by email at newellk@milwaukieoregon.gov. The City of Milwaukie reserves the right to reject any and all proposals or to negotiate individually with one or more proposers, and to select one or more proposers if determined to be in the best interest of the City.

Dated this 10 October 2016.

I. INTRODUCTION

The City of Milwaukie (City) is seeking the services of a qualified Architectural Design Team with demonstrated experience in working with public libraries for the design and construction of a redeveloped property to accommodate the Ledding Library of Milwaukie. The project will include assistance in relocating staff within the existing site in order to keep the library opened throughout the project. The site of the project (the existing Ledding Library) is approximately 12,250 SF located in historic Milwaukie. In order to accommodate the Ledding Library service district population of approximately 40,000 residents, renovation and expansion is required. The scope of work includes the design phase, completion of expansion, and opening of the library. Anticipated contract start date is 8 December 2016.

II. PROJECT BACKGROUND

The Ledding Library, as an ongoing, tax-supported function of the City, is over 50 years old, having opened its door on December 16, 1964, and immediately becoming a community focal point. During the fall of 1999, the Ledding Library Board requested permission from City Council to develop a long range plan for the library. The ensuing document, adopted by the Council on April 3, 2001, stated the current facility would need to be expanded within three to seven years. No funding for the project was identified and the library expansion project came to a halt.

In 2008, Clackamas County voters approved a countywide library district – LINCC. With the formation of the District came a one-time \$1 million contribution to each county library to spend on capital improvements. This would be the seed money for any capital project to the Ledding Library.

On March 15, 2011, City Council authorized creation of the Library Expansion Task Force (LETF) to once again evaluate the need for an expansion of the current library. On August 6, 2013, LETF made a recommendation to Council to expand the library; both the project and task force were put on hold when the City opted to go out for a bond measure in May 2014 to repay its loan and not include the library expansion.

LETF reconvened February 2015 and broadened its scope to include an expansion of not just the building, but to services offered to the community, to become the Library Services Expansion Task Force (LSETF). This committee made a recommendation to Council to go out for a bond measure in the amount of \$9.2 million. Council voted to accept LSETF's recommendation. This bond measure passed May 17, 2016.

The Ledding Library is a City-owned asset, ideally located to serve the population base and in proximity to other City services. The resulting library would include renovations of approximately 12,250 SF of existing space, plus an addition of approximately 10,000-13,000 SF for an estimated total usable area of 22,000-25,000 SF.

III. PROJECT DESCRIPTION

The Ledding Library must provide appropriate spaces and services for the residents of the entire service area. This project is intended to efficiently execute the renovation and expansion of the library to improve and enhance the entire public experience. Sustainable design elements and value engineering are important to the City and pursuing LEED certification will be analyzed by the Project Team prior to schematic design. It is required that the Architectural Design Team have demonstrated experience with the cost savings process and value engineering.

The existing Ledding Library was built in 1964 with upgrades/expansions in 1987 and 1996; however, there were no seismic upgrades and ADA renovations were minimal. A major aspect of this project will be creating harmony and flow between the existing building and the addition. It is very important that the successful Architectural Design Team have experience with library organization and design.

The existing library building occupies a site in Milwaukie's city core and is directly adjacent to a pond / water quality resource. This resource has very specific and rigid access and mitigation requirements that greatly limit development within the boundary. A second Habitat Protection Zone also overlaps the site and will require careful coordination with the natural resource design criteria for purposes of development. A second building known as the Pond House is located across the pond east of the library. This building is a renovated private residence and is owned by the City of Milwaukie and is managed by the Ledding Library. Also located on the site are an outdoor

amphitheater, historic fountain and several significant trees. Additional legal parameters may be imposed as a part of the regulatory review, approval and permitting process.

Funding for the expanded facility shall come from a combination of the sale of bonds specifically for the project (up to \$9.2 million), designated Clackamas County library funds (\$1 million), and private donations and grants.

The Construction Management/General Contractor (CM/GC) selection method will be used, under the City's Local Contract Review Board rule 10.105(A). It is therefore important that the successful Architectural Design Team have experience with CM/GC services. The CM/GC will provide design phase, subcontractor bidding phase and construction phase services. The CM/GC will provide cost estimating services during design, assist in cost control and value engineering, manage subcontractor bidding and act as the Contractor during construction.

IV. ISSUANCE OF RFP DOCUMENTS

The Request for Proposals (RFP) documents may be obtained at no cost from the City of Milwaukie website at <http://bids.milwaukieoregon.gov/>.

Katie Newell, Library Director, is the sole point of contact for all questions, concerns, and protests related to this RFP. She may be reached at 503-786-7584 or by email at newellk@milwaukieoregon.gov.

V. PROPOSAL SUBMISSION

Sealed proposals shall be submitted by 2:00PM on 4 November 2016 in pdf format via email, in person, or by U.S. Postal Service to:

Katie Newell
Milwaukie Ledding Library
10660 SE 21st Ave
Milwaukie, OR 97222
newellk@milwaukieoregon.gov

If proposals are submitted in-person or by U.S. Postal Service, each Proposer must provide (1) electronic copy in pdf format and four (4) hard copies of their proposal, including attachments, in type-written format sealed in an envelope plainly identifying requested services and proposer's name and address. If submitted via email, the proposal, including attachments, shall be in pdf format. Proposals shall be addressed and submitted to the above location by the deadline. Phone and facsimile proposals will not be accepted. There will be no formal opening of proposals.

Proposals must be clear, succinct and not exceed 25 pages. Section dividers, title page, table of contents, and cover letter do not count in the overall page count of the proposal. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

Proposals shall be printed double-sided. The City requests that submittal materials contain post-consumer recycle content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled, such as PVC binder, spiral bindings, and plastic or glossy covers or dividers. One page is considered to be one side of a single 8 ½" x 11" sheet.

A. SCHEDULE OF EVENTS

The City anticipates the following general timeline for receiving and evaluating the proposals and selecting a proposer. This schedule is subject to change if it is in the City's best interest to do so.

• Posting of RFP	10 Oct. 2016
• Deadline for clarifications/questions/changes to RFP	26 Oct. 2016, 5:00PM
• Deadline for Protests of RFP	26 Oct. 2016, 5:00PM
• Proposal Due	4 Nov. 2016, 2:00PM
• Evaluation of Proposals Complete (to select top three proposers)	10 Nov. 2016
• Invitation to top three proposers for Interview & Presentation	10 Nov. 2016
• Interview & Presentation Meetings	17 Nov. 2016
• Evaluation of Interview & Presentation Complete	18 Nov. 2016
• Posting Notice of Intent to Award	21 Nov. 2016
• Deadline for Protests of Award	28 Nov. 2016, 5:00PM
• City Council Hearing	6 Dec. 2016
• Notice of Award	7 Dec. 2016
• Commencement of Agreement	8 Dec. 2016

B. CHANGES TO SOLICITATION BY ADDENDA

The City reserves the right to make changes to the RFP by written addenda. Addenda shall be sent to all prospective proposers known to have obtained the solicitation documents at the time addenda is issued.

Proposers should consult the City's Bid Management System (<http://bids.milwaukieoregon.gov/>) regularly until the proposal due date and time to assure that they have not missed any addendum announcements. By submitting a proposal, each Proposer thereby agrees that it accepts all risks, and waives all claims, associated with or related to its failure to obtain addendum information.

A prospective Proposer may request a change in the RFP by submitting a written request to the address set forth in Section V. The request must specify the provision of the RFP in question, and contain an explanation of the requested change. All requests for changes to the RFP must be submitted to the City no later than the date set forth in Section V(A).

The City will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. Changes that are accepted by the City shall be issued in the form of an addendum to the RFP. All addenda shall have the same binding effect as though contained in the main body of the RFP. Written or oral instructions or information concerning the scope of work of the project given out by anyone other than Katie Newell shall not bind the City.

No addenda will be issued later than the date set in Section V(A), except an addendum, if necessary, postponing the date for receipt of proposals, withdrawing the invitation, modifying elements of the proposal resulting from delayed process, or requesting additional information, clarification, or revisions of proposals leading to obtaining best offers or best and final offers. Each Proposer is responsible for obtaining all addenda prior to submitting a proposal. Receipt of each addendum shall be acknowledged in writing as part of the proposal.

C. CONFIDENTIALITY

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the proposals for which Proposer requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City as a result of this RFP. Proposer should not mark the entire proposal document "Confidential."

In accordance with the City's Public Contracting Rule 30.075, proposals shall not be available for public inspection until after an agreement is awarded and entered into.

D. CANCELLATION

The City reserves the right to cancel contract award at any time before execution of the contract by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of contract award.

E. LATE PROPOSALS

All proposals that are not received by the proposal due date in Section V(A) will not be considered and will be returned unopened to the Proposer(s). Phone and facsimile proposals will not be accepted. Delays due to mail and/or delivery handling, including, but not limited to delays within the City's internal distribution systems, do not excuse the Proposer's responsibility for submitting the proposal to the correct location by the proposal due date.

F. DISPUTES

In case of any doubt or differences of opinion as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City shall be final and binding upon all parties.

G. PROPOSER'S REPRESENTATION

Proposers, by the act of submitting their proposals, represent that:

- i. They have read and understand the proposal documents and their proposal is made in accordance therewith;
- ii. They have familiarized themselves with the local conditions under which the work will meet their satisfaction;
- iii. Their proposal is based upon the requirements described in the proposal documents without exception, unless clearly stated in the response.

H. CONDITIONS OF SUBMITTAL

By the act of submitting a proposal in response to this RFP, the Proposer certifies that:

- i. The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or part by the City, has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Proposer's response to this solicitation.
- ii. The Proposer has examined all parts of the RFP, including all requirements and Agreement terms and conditions thereof, and, if its proposal is accepted, the Proposer shall accept the Agreement documents thereto unless substantive changes are made in same without the approval of the Proposer.
- iii. The Proposers, if an individual, is of lawful age; is the only one interested in this proposal; and that no person, firm, or corporation, other than that named, has any interest in the proposal, or in the proposed contract.

- iv. The Proposer has quality experience providing requested services in a capacity similar to the duties outlined within the scope of services.

I. PROPOSER REQUESTS INTERPRETATION OF REQUEST FOR PROPOSAL DOCUMENTS

Proposers shall promptly notify the City of any ambiguity, inconsistency or error, which they may discover upon examination of the proposal documents. Proposers requiring clarification or interpretation of the proposal documents shall make a written request for the same to Library Director, Katie Newell.

The City shall make interpretations, corrections, or changes to the proposal documents in writing by published addenda in accordance with Section V(B). Interpretations, corrections, or changes to the proposal documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

J. PROPOSER REQUESTS FOR ADDITIONAL INFORMATION

Requests for Information for City services, programs, or personnel, or any other information shall be submitted in writing to Library Director, Katie Newell, prior to the deadline to request additional information stated in Section V(A).

The City shall respond to requests for additional information in writing by published addenda in accordance with Section V(B). Responses to requests for additional information made in any other manner will not be binding.

K. COMPETITION

Proposers are encouraged to comment, either with their proposals or at any other time, in writing, on any specification or requirement with this RFP, which the Proposer believes, will inordinately limit competition.

L. COMPLAINTS AND INEQUITIES

All complaints or perceived inequities related to the RFP or award of work referenced herein shall be in writing and directed to Library Director, Katie Newell in accordance with the requirements stated in Section VII(A). Such submittals will be reviewed upon receipt and will be answered in writing.

M. COST OF REQUEST FOR PROPOSALS AND ASSOCIATED RESPONSES

The City is not liable for any costs incurred by a Proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a Proposer in protesting the City's selection decision.

N. CITY REQUESTS FOR CLARIFICATION, ADDITIONAL RESEARCH & REVISIONS

The City reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the proposal.

The City may obtain information from any legal source for clarification of any proposal or for information of any Proposer. The City need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to current litigation and contracting references. All such documents, if requested by the City, become part of the public records and may be disclosed accordingly.

The City reserves the right to request revisions of proposals after the submission of proposals and before award for the purpose of obtaining best offers or best and final offers.

O. REJECTION OF PROPOSALS

The City reserves the right to reject any or all Proposals received as a result of this RFP. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- i. Failure of the Proposer to adhere to one or more of the provisions established in the RFP.
- ii. Failure of the Proposer to submit a proposal in the format specified herein.
- iii. Failure of the Proposer to submit a proposal within the time requirements established herein.
- iv. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the proposal process.

The City may reject any proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all proposals upon a finding of the City that it is in the public interest to do so.

P. MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER

A Proposal may not be modified, withdrawn, or canceled by the proposer for 60 calendar days following the time and date designated for the receipt of proposals. Proposals submitted early may be modified or withdrawn only by notice to the City, at the Proposal submittal location, prior to the proposal due date. Such notice shall be in writing over the signature of the Proposer and submitted to Library Director, Katie Newell. All such communication shall be so worded as not to reveal material contents of the original Proposal.

Withdrawn proposals may be resubmitted up to the proposal due date and time, provided that they are then fully in conformance with the RFP.

Q. PROPOSAL OWNERSHIP

All Proposals submitted become and remain the property of the City and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502. Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the City shall make available to any person requesting information through the City processes for disclosure of public records, any and all information submitted as a result of this RFP without obtaining permission from any Proposer to do so after the Notice of Intent to Award has been released.

R. DURATION OF PROPOSAL

Proposal terms and conditions shall be firm for a period of at least 60 days from the proposal due date. The successful proposal shall not be subject to changes of terms if accepted during the 60-day period. Changes in terms by others after the acceptance of a proposal will not be considered.

S. AFFIRMATIVE ACTION/NONDISCRIMINATION

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

VI. PROPOSAL AND PROPOSER REQUIREMENTS

Proposer shall respond to specific criteria that shall facilitate proposal evaluation. All proposals submitted in response to this RFP must include the following:

A. INTRODUCTORY LETTER

The letter shall name the person(s) authorized to represent the individual or firm in any negotiations and name of the person(s) authorized to sign any Agreement that may result. An authorized representative for the firm shall sign the proposal letter.

B. QUALIFICATIONS

This criteria relates to the individual or firm's capabilities and resources in relation to this project.

i. Team Capacity and Library Experience

- Provide a basic organization chart of complete team proposed for the project. Include information on all active and applicable licenses and/or certifications held by proposed team members.
- Provide brief descriptions, relevant experience and available capacity, including anticipated time allocation for this project, for key personnel on the project; highlighting the applicable knowledge of current library services and technology trends.
- Provide qualitative project team references for similar projects; highlighting the following:
 - Recently completed completion of public/institutional library projects.
 - Recently completed public/government/municipal projects.
- Provide a complete description of all work in the last three years with libraries.

ii. Building Renovation Experience

Though the library is only 50 years old, the original Ledding house is still part of the existing library structure, so this project is the merging of a 50+ year old building with a new addition. The Ledding Library is beloved in Milwaukie. It is important to all team partners, including the Architectural Design Team, have experience with building renovations. Provide a description of experience of the team with building renovation.

iii. CM/GC Experience

Provide a complete description of projects done by the proposed team using a CM/GC project method.

iv. Project Approach

The proposer's approach and understanding of the Project are important aspects of the RFP process. The proposers should provide a clear and concise understanding of the Project by describing and clarifying any major issues based upon Project information provided in this RFP. Creativity, innovation and unique approaches are encouraged for all aspects of the Project program. For each phase of work, the Project approach should:

- Provide a detailed description of the proposer's approach to design, management and integration of all activities required by the Scope of Work including design objectives and techniques that demonstrate how the work will be performed. Include a statement regarding how the proposer is prepared to respond promptly to problems and any changes to scope of work.
- Describe the proposed work products that will result from each task or activity.

- Identify points of input and review with City staff.
- Describe how the Proposer will work successfully with the City, other staff, the Owner's Representative, and the CM/GC, including coordination and oversight.
- Based on your firm's expertise and experience with similar projects, explain how your firm will effectively complete the Project.
- Describe how the Architectural Design Team will respond to unanticipated Project issues to resolve these with City staff, the Owner's Representative and the CM/GC.

C. PROPOSED DESIGN SCHEDULE

Based on the anticipated Scope of Work outlined in Attachment B., proposer shall provide a proposed design schedule. The proposed design schedule should be outlined for services of each phase and should assume all requirements outlined within this RFP. The submitted design schedule shall be binding and, if awarded the contract, the proposer shall execute its work in a timely manner according to the proposed design schedule. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project.

D. AGREEMENT

Attachment A of the RFP is the Agreement. Each Proposer must evaluate this Agreement form and its Scope of Work, and thereby agree with the terms and conditions (including insurance limits) contained therein unless written objections are included as an addenda to the proposal. The City will review the addenda and content of any such objection in the proposal evaluation process.

E. ADDENDA

All Proposers shall submit all Addenda of this RFP as part of the proposal. Receipt of each Addendum, if any, shall be acknowledged by the Proposer by signing in the appropriate designated location. Each Proposer shall ascertain, prior to submitting a proposal, that the proposer has received all Addenda issued by the City.

F. PROPOSER REQUIREMENTS

Any proposer submitting a proposal must meet the following minimum requirements:

- i. All Proposers must be licensed to perform business in the State of Oregon;
- ii. All Proposers must have been in business as a firm for at least five (5) years;
- iii. All Proposers must be experienced in those services requested of the City;
- iv. All Proposers must agree to execute the City's Agreement, if awarded; and
- v. All Proposers must carry required insurance and where allowed by the policy, shall name the City an additional insured.

VII. SELECTION COMMITTEE & INTERVIEW PANEL

A selection committee will be comprised of at least four (4) members and an interview panel will be comprised of at least four (4) members. The interview panel may or may not consist of the same selection committee members. The interview panel will score each candidate for the Interview and Presentation criteria only and add it to the existing score evaluated by the selection committee. Each proposal shall be evaluated on its completeness and

quality in accordance with the criteria identified in this RFP. The City of Milwaukee has the right to require any clarification or change needed to understand the proposer's approach to the project.

For each proposer selected to interview and present, the person(s) that will act as principal-in-charge and project architect throughout the project must attend the interview and presentation. If one person will serve as project architect during design phases and another will serve during the construction phase, both must attend the interview and presentation. No substitutions of personnel or consultants shall be made during any phase of the project without the advance written consent of the Library Director.

Each proposal shall be evaluated as a demonstration of the proposer's capabilities and understanding of the project. Evaluation criteria and weighting factors shall be as follows:

Criteria	Maximum Points
Proposal submitted on time	Pass / Fail
Introductory Letter	5
Team Capacity and Relative Experience	20
Building Renovation Experience	15
CM/GC Experience and Qualifications	10
Project Approach	15
Proposed Design Schedule	10
Agreement	5
Overall quality of response and conformance with RFP requirements	10
Interview and Presentation	10
TOTAL	100

The selection committee shall select the three (3) highest-scored proposers whose proposals evidence the highest level of qualification and experience to proceed to an oral interview and presentation. Should fewer than three (3) proposals be received, then each prospective proposer submitting a proposal that meets minimum requirements will be interviewed.

The City reserves the right to:

- Reject any and all proposals not in compliance with all public procedures and requirements;
- Reject any proposal not meeting the specifications set forth herein;
- Waive any or all irregularities in proposals submitted;
- Award any or all parts of any proposal; and
- Request references and other data to determine responsiveness.

Following evaluations and interviews of the proposers, the City will provide written notice of its intent to award the contract to the proposer who best meets the overall needs of the City.

A. PROTEST PROCEDURES

Any and all complaints regarding this solicitation must be presented in writing no less than seven (7) calendar days prior to the proposal due date, as identified in Section V(A). In accordance with the City's Public Contracting Rule 30.135, any adversely affected or aggrieved proposers has seven (7) calendar days from the date of the written notice of intent to award to file a written protest, as identified in Section V(A).

The City will address all timely submitted protests within a reasonable time following the City's receipt of the protest and will issue a written decision to the protesting Proposer. Protests shall be addressed as follows:

Katie Newell
Milwaukie Ledding Library
10660 SE 21st Ave
Milwaukie, OR 97222
newellk@milwaukieoregon.gov

Protests must include:

- i. The identity of the Proposer;
- ii. A clear reference to this RFP;
- iii. Reason for the protest;
- iv. Proposed changes to the RFP provisions and/or statement of work; and
- v. All required information as described in ORS 279B.405 and/or ORS 279B.410.

Protests that do not include the required information will not be considered by the City.

VIII. CONTRACT REQUIREMENTS

The City reserves the right to negotiate final terms of the Agreement as the City determines to be in its best interest.

The City will negotiate the Agreement once the selection committee and interview panel have chosen the top-ranked proposer. Upon successful completion of the qualifications based selection of candidates, compensation requirements shall be submitted by the top-ranked proposer in accordance with the City's Public Contracting Rule 70.015. If the City cannot come to terms with the top-ranked proposer, the City will enter into negotiations with the second-ranked proposer. This process will continue until the City reaches an Agreement which the City deems appropriate for the services.

The award of a contract is accomplished by executing an Agreement that incorporates the proposer's proposal, clarifications, addenda, additions, and insurance. All such materials constitute the contract documents.

IX. ATTACHMENTS

- A. AGREEMENT**
- B. SCOPE OF WORK**
- C. 2013 EXPANSION STUDY**
- D. 2015 EXPANSION STUDY**